BIS CONNECTION

Business Information System (BIS) Project
California Department of Corrections and Rehabilitation
Communicating with California's Professionals in Corrections and Parole

Volume 12   December 2005/January 2006

New Executive Project Sponsor

The BIS Team welcomes and is excited to announce Sandra Duveneck, Director (A) of Support Services as the new Executive Project Sponsor. The BIS Team is looking forward to working with Ms. Duveneck and appreciates her commitment to the BIS Project.

BIS would like to thank former Executive Project Sponsor Armand Burruel for his outstanding support and contribution to the BIS Project. The team will long value his innovative management style.

Town Hall Meetings

Town Hall Meetings were held the last week of January 2006 for Ventura Youth Correctional Facility, California Institution for Women, and Richard J. Donovan. The BIS team would like to extend a thank you to the management for allowing their staff to take the time to attend and to all staff that attended. The team would like to thank each of the hosts for providing rooms and equipment for the presentations.

In February, Town Hall Meetings are scheduled for Northern California Youth Correctional Center and California Medical Facility as well as all of the Regional Accounting Offices.

The BIS team will hold quarterly Town Hall Meetings in the field and at Headquarters. Be sure to look at future BIS Connections for those dates.

Status Updates:

- ❖ The Budget Concept Proposal was changed to a Budget Base Adjustment. We received approval for the expanded scope (Special Project Report and the Budget Base Adjustment) on January 10, 2006.

- ❖ The Request for Proposal (RFP) is in the process of final review at Department of General Services. Upon approval, the RFP will be released to the vendor community. (Status quo)

ERP Buzz Words and Phrases

Last month we provided ERP Buzz words in the Financial/Accounting area. In this edition, we would like to focus on Information Technology Buzz words. Please refer to the list below.

<u>Enterprise:</u> Is a collection of organizations and people formed to create and deliver products to customers.

<u>Applications:</u> A set of programs that solve a company's business needs.

<u>Legacy System:</u> An existing system that is deployed in an organization. Legacy systems are eventually upgraded, replaced or archived.

<u>Navigate:</u> Move between windows, fields, buttons and menus with a mouse, keyboard or other input device.

Looking for Change Agents

The BIS Project is still looking for Change Agents from each Adult and Juvenile Justice facility to work with Deborah Bollinger in disseminating BIS Updates.

If your facility has not yet contacted Deborah with a Change Agent, please do so **with your supervisor's approval**. This function will take no more than an hour a month of staff time and a quarterly meeting in Sacramento.

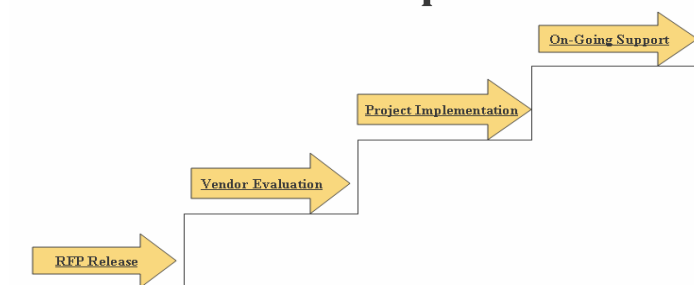# Change Management

Communication Plan

The Communication Plan describes how the BIS Team will communicate and disseminate information to internal and external stakeholders regarding the project during the procurement phase. Additionally, the Communication Plan describes goals, objectives, strategies, roles and responsibilities, timelines and schedules. Following are the goals of the Communication Plan:

- Ensure project success by communication with Departmental employees on the status of the BIS project

- Reduce overall project risk by apprising internal and external stakeholders of project status and progress of procuring the ERP solution including risk, issues, and mitigation strategies

- Maximize the projects value to the Department by developing and maintaining project acceptance and buy-in by all CDCR employees of the BIS project and ERP solution.

Next month we will address The Support Network and Sponsorship Model.

Reminder... Don't forget BIS would like to be included in all CDCR's quarterly or yearly functional area conferences or meetings to provide a BIS Update, please contact Deborah Bollinger.

Next Steps

On-Going Support

Project Implementation

Vendor Evaluation

RFP Release

Questions and Answers ...

Q. Is the 10 day PLATA obligation included in the BIS Human Resources documented requirements.

A. Yes, the exam requirement is documented, the 10 day PLATA obligation will be defined in the business rules.

Please Submit Your Questions to:

BIS.Mailbox@cdcr.ca.gov

To learn more: On the CDCR Intranet, follow the link to the Business Information System (BIS) web page from the CDCR homepage located under Feature Links or follow the links from the Financial Services Division (FSD) web page.
http://intranet/FSD/BIS/BISHome.asp

Contact the BIS Core Team Members...

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